

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Associate Research Analyst

Please follow the specific application filing instructions at the bottom of this page

Open To: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER

Location: Board of Pardons and Paroles, Waterbury, CT

Hours: 1st Shift, Monday - Friday

Salary: \$71,988 – \$92,585 annually

Closing Date: January 21, 2014

Minimum Qualifications:

Considerable knowledge of research methods and techniques; considerable knowledge of principles, concepts and methods of statistical analysis; knowledge of agency related policies and procedures as related to research; considerable oral and written communication skills; interpersonal skills; considerable ability to analyze data; ability to develop programs and use prepackaged computer programs to perform data analysis.

Eligibility Requirement:

Candidates must have applied for and passed the Associate Research Analyst exam and be on the current certification list promulgated by the Department of Administrative Services.

Preferred Experience:

Preference will be given to candidates with experience compiling and analyzing data from relational databases. Experience working within a criminal justice agency is also preferred.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3 (see at <http://www.ct.gov/doc/LIB/doc/PDF/AD/ad0203.pdf>).

Application Instructions:

All qualified and interested applicants who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12 Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12%20Application.pdf). Please submit your information to:

Jim Faulkner, Human Resources Specialist
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
Email: james.faulkner@ct.gov

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.